

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA**

Human Resources Office
75 Ted Turner Drive, SW, Room 2013
Atlanta, GA 30303-3309

Opening Date: December 10, 2015

Closing Date: Open until filled



**GENERALIST DEPUTY CLERK
(Intake Clerk)
CL 23/24
Salary Range: \$33,074 - \$59,534
depending upon experience**

The United States District Court Clerk's Office, Atlanta Division, has an ***immediate opening*** for a ***Generalist Deputy Clerk - Intake Section***.

REPRESENTATIVE DUTIES MAY INCLUDE: Respond to requests from the public at the Clerk's Office Intake Counter. Receive, stamp, and review incoming documents to determine conformity with appropriate rules, practices, and/or court requirements. Assure assignment of case numbers; prepare and enter case information in automated system, route documents to proper offices after acceptance, and docket initial case opening events. Sort, classify, and file case records. Maintain integrity of the filing system by monitoring proper access to records and maintaining timely and accurate filing of documents. Retrieve files and make copies of records for court personnel, attorneys, and others in case management system. Certify court documents, and create and process new case files. Process email received from electronic filers. Verify attorneys' authority to practice before the court. Inform customers of required fees, receive payments, and issue receipts. Secure funds, balance cash drawer at the end of the day, and process credit card payments. Operate a variety of copying and records equipment. Answer and route incoming calls. Assist the public in the use of computerized databases. Research and resolve customer issues. Perform all other duties as may be assigned.

MANDATORY QUALIFICATIONS: To qualify for appointment at CL 23, the successful candidate must be a high school graduate or equivalent and possess two years of general experience or have a college degree. Must display a pleasant attitude and work well with others; be mature, responsible, reliable and organized; and have the ability to take initiative and work in a team-based environment. To be appointed at the CL 24 level, at least one year of specialized experience equivalent to work at the CL 23 level is required. Additional experience or specialized skills may lead to a higher placement on the appropriate classification level (CL).

Proficient use of standard word processing programs is also required. The candidate must type a minimum of 30 words per minute. A typing test (3 minute timing) will be administered to qualified applicants prior to scheduling an interview. The successful candidate's *general experience* will provide evidence of: 1) the ability to work successfully in a team-based environment where attention to detail and procedure is critical; 2) the ability to effectively communicate, both orally and in writing, with the various audiences detailed in the representative duties section above; 3) the ability to analyze problems and assess the practical implications of alternate solutions; and 4) the capacity to employ one's knowledge, skills and abilities in the resolution of problems.

**Generalist Deputy Clerk
Vacancy Announcement # 16-05**

SPECIALIZED EXPERIENCE: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social services organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. The particular knowledge and skills needed to perform the duties of this position include filing, telephone usage, typing, record keeping, compiling and reporting statistical data, and making detailed, accurate entries using computer/PC equipment.

PREFERRED QUALIFICATIONS: Preference will be given to those candidates who have a college degree.

BENEFITS:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year.
- Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement).
- Available group life insurance and long term care insurance.
- Public transportation subsidy.
- Participation in the Federal Employees Retirement System (FERS).
- Thrift Savings Plan (with employer matching a percentage of employee's contribution).

NOTICE TO APPLICANTS: Employees of the United States District Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All employees of the Clerk's Office are required to adhere to a Code of Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicants must be a United States citizen or eligible to work in the United States.

The United States District Court is a part of the judicial branch of the United States government. Although comparable to the executive branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service positions.

APPLICANT INFORMATION: To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; and 3) a chronological résumé including education, employment, and salary history. The completed package should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to **United States District Court, Attn: Human Resources Manager, Vacancy #16-05, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3309**. All applicants will be screened, and only the best qualified candidates will be invited for the skills assessment test. Interview and relocation expenses are not reimbursable.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.